

Subject: Kevin / Graphic Design
From: Jessica Lall <jlall@ccala.org>
Date: 10/30/2017 07:58 PM
To: Suzanne Holley <sholley@downtownla.com>

Hi Suzanne:

I hope your week is off to a good start and that things are OK with your family.

I wanted to drop a note and let you know that after the end of this year, we will no longer be needing to contract for Kevin's services. Given our growing needs, we are going to move in a direction where we can have one person work with us on all of our requests. Kevin is so talented and accommodating, we will be sad to lose him and hope that you can convey that this decision has nothing to do with his work product. We wanted to give advance notice so everyone can prepare and we can wind things down by 12/31/17.

Let me know if you have any questions.

Thanks,



Jessica Lall President & CEO

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Please note our new address



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